



Stock Handler

Department: General Services

Class Code: 1211

EEO Code: 28

FLSA: N

Effective: 01/07/2003

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty by receiving, marking, storage and issuing all tool, equipment and janitorial supplies purchased by chesterfield County General Services and Building and Grounds departments.

SPECIFIC STATEMENT OF DUTIES:

Controls all incoming tools, equipment and janitorial supplies by checking them against vendor's packing list; purchases the orders to insure that the quantities and the nomenclatures are correct; perform all checks for any damage of the customers copy of the packing lists or freight bill and have driver sign the copy; assist in the marking of all tools and equipment belonging to Chesterfield County Building and Grounds with a special identification number; control the storing of tools, equipment and janitorial supplies in their proper location; organize the issuing of tools and equipment; issue the procedures for the Building and Grounds Department and Superintendent; insure all paper work is given to the office Assistant in a timely manner; participate in the making and installation of all signs requested by all county departments; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of shipping and receiving procedures; general knowledge of inventory control procedures.

Considerable skill in communicating both orally and in writing.

Considerable skills in operating a computerized sign machine.

MINIMUM EDUCATION AND EXPERIENCE:

Diploma; two years of experience in handling material; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
